



ATSIP Executive Board Meeting  
Via Teleconference

February 19, 2020, 2 PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

**ATTENDANCE:**

- Chris Osbourn, President, Tennessee, Department of Safety and Homeland Security
- Cory Hutchinson, Past-President, Louisiana, Highway Safety Research Group
- Juliet Little, 1st Vice President, Connecticut, State DOT
- Bob Scopatz, Secretary, Minnesota, consultant
- Patrick Dolan, 2<sup>nd</sup> Vice President, Tennessee Department of Safety and Homeland Security, Co-Parliamentarian
- Rhonda Stricklin, Alabama, university researcher (absent)
- Pete d’Oronzio, Colorado, Pd’ Programming (via conference call)
- Karla Houston, Louisiana, Traffic Record Coordinating Committee
- Joe McCarthy, Colorado, consultant
- John McDonough, National Institute for Safety Research Inc.
- Eric Tang, District of Columbia, consultant
- Staci Hoff, Washington Traffic Safety Commission (absent)
- Stacey Manware, Connecticut Superior Court (absent)
- Jamie Whelan, Tennessee Department of Safety and Homeland Security (absent)

**Non-Voting Attendees:**

- Tara Casanova Powell, ATSIP Executive Director
- Hadi Shirazi, DOTD
- Kellee Craft, Ohio, TSASS consultant
- Sladjana Oulad Daoud, California DMV
- Dan Magri, Louisiana DOTD
- Luke Johnson, NHTSA
- Bob Pollack, FHWA

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1. Call to Order, Attendance/Quorum, Introductions

Bob Scopatz announced a quorum at 1:05 PM Central

Chris Osbourn called the meeting to order at 1:05 PM Central

2. Approval of Minutes from January 11, 2020 Executive Board Meeting

**MOTION**  
**Patrick Dolan moved to approve the January 11, 2020 Executive Board Meeting Minutes**  
**John McDonough seconded**  
**Motion Carried**

3. Liaison Reports:

- a. American Association of Motor Vehicle Administrators (M. Pritchard)  
No report.
- b. Federal Motor Carrier Administration – FMCSA (Jenny Guarino, Scott Valentine)  
No report.

- c. Federal Highway Administration – FHWA (Bob Pollack)  
Bob Pollack reported that they are hosting a webinar on the MIRE Fundamental Data Elements. The intent is to let State DOTs and local agencies know about FHWA Office of Safety’s outreach efforts. This will come out through the FHWA Division Offices showing the completion levels of the MIRE FDE from 2017, 2018, and 2019. They will show comparison levels between 2018 and 2019. Bob also said that they will report on the MIRE FDE mapping effort to show FDE availability for each State. They will share that information with the Division Offices and the State DOTs and ask for a review to complete and correct it.

The webinar will be on March 5, 2020 from 2-3:30 PM Eastern. Bob provided the following registration link:

Please register in advance for this webinar at:  
[https://zoom.us/webinar/register/WN\\_GczAnqovSgWqEvdN34cAjQ](https://zoom.us/webinar/register/WN_GczAnqovSgWqEvdN34cAjQ)

- d. Governors Highway Safety Association – GHSA (Johnathan Adkins)  
No report.
- e. Institute of Transportation Engineers – ITE (Pete d’Oronzio)  
No report.

- 75 f. International Association for Chiefs of Police (Domingo Herraiz)  
76 No report.  
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- 80 g. National Governors Association - NGA (Kalyn Hill)  
81 No report.  
82
- 83 h. National Highway Traffic Safety Administration – NHTSA (Luke Johnson)  
84 Luke Johnson reported that
- 85 • DOT is circulating its internal call for TRF proposals. They’ll be reviewed by  
86 the DOT/TRCC and submitted to ATSIP shortly before the deadline.  
87
  - 88 • Luke is working with the TR Team on the new 5-year cooperative agreement  
89 with ATSIP, as the current one expires in February 2021.  
90
  - 91 • The MMUCC6 internal team has launched and is doing some pre-work before  
92 the process expands to the Expert Panel and beyond. Publication is  
93 anticipated in 2022.  
94
- 95 i. National Safety Council – NSC (Ken Kolosh, Jane Terry)  
96 No report.  
97
- 98 j. SAE—John McDonough  
99 The committee is going to hold a webinar on Friday February 26<sup>th</sup>. The topic is to  
100 review additional proposals on the existing standards for specific aspects of the  
101 personal conveyance, e-scooters issue. This will be to look at possible extensions  
102 of the standard. John will attend and make note of things that may affect ANSI D-  
103 16.  
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- 105 k. Transportation Research Board – TRB (Bernardo Kleiner)  
106 No report  
107
- 108 4. Past President’s Report: Cory Hutchinson  
109 Cory deferred his report to the Nominating Committee.  
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- 111 5. 1<sup>st</sup> Vice President’s Report: Juliet Little  
112 No report.  
113
- 114 6. 2<sup>nd</sup> Vice President’s Report: Patrick Dolan  
115 Patrick deferred to the committee reports.  
116
- 117 7. Treasurer’s Report: Hadi Shirazi  
118 Hadi Shirazi reported on the January 31, 2020 financial report. A copy is attached to the  
119 members’ copy of these minutes. Hadi also provided the balance comparison requested at

120 the January meeting.

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122 **MOTION**

123 **Bob Scopatz moved to approve the January 2020 Treasurer’s Report as amended by**  
124 **Hadi Shirazi.**

125 **Pete d’Oronzio seconded**

126 **MOTION CARRIED**

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130 8. Executive Director’s Report: Tara Casanova Powell

131 Tara provided the following report prior to the meeting. She asked for everyone to  
132 prepare for our monthly meetings by reading through those reports in advance. Tara  
133 highlighted these items from the full report appearing below:

- 134 • DUNS number is updated.
- 135 • Still need committee chairs. Executive Board members are strongly encouraged to  
136 take these leadership roles on.
- 137 • The email calling for committee members has gone out. Some feedback and  
138 volunteers received. Tara asked the Executive Board members to reach out to  
139 their contacts to get more people involved.
- 140 • We are developing our annual report. Each of the committee chairs will be  
141 provided with a template to record their activities and future plans.
- 142 • Speakers are lined up for the 2020 Forum.
- 143 • Tara reached out to potential sponsors.
- 144 • There is good progress on planning for the conference in Denver (2022).
- 145 • We’d like to hammer out plans for things like student rates for the Forum.

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148 Chris Osbourn asked if Tara received any feedback on the ATSIP support contract.

149 Tara said that the company that handles Lifesavers does not have availability. We did  
150 received interest from a web support contractor. There are others who are  
151 considering. Tara encouraged the Executive Board members to send the RFP to their  
152 own contacts.

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### ATSIP EXECUTIVE BOARD MEETING EXECUTIVE DIRECTOR REPORT

Reporting agent (ex. Past President, Liaison, Committee):  
Executive Director-Tara Casanova Powell

**Items to report:**

- Monthly Report Submitted (Social Media Stats see attached below)
- SAM.gov/DUNS update
- Call for Committee Chairs (see attached)
  - Roles/responsibilities are listed in document
  - Formal appointment of current proposed chairs (?)
  - Volunteers needed for open positions
    - Forum Logistics Committee
    - ANSI audit subcommittee
- Call for Committee Members (see attached)
  - Roles/responsibilities are listed in document
  - Received response from personal contacts
- Proposed Organizational Structure (see attached)
  - Once Constitution is amended to reflect changes to organizational structure (removal of 2<sup>nd</sup> Vice President), can be formally adopted
- Annual report
  - Tara will draft template for committee chairs to submit information for report
- Potential liaisons:
  - Caltrans-Dr. Thomas Schriber-interested in doing a webinar/presenting in 2021

“Caltrans developed guidance for incorporating quantitative safety analysis into its project development process. The guidance is based on predictive analysis methods from the American Association of State Highway and Transportation Officials Highway Safety Manual (HSM). Predictive analysis lets agencies determine the future safety impacts of multiple design alternatives side by side; justify design exceptions; and incorporate performance-based practical design principles. Caltrans also launched a project that will allow it and its local partners to perform even more robust safety analysis. The effort will create data definitions, quality assurance procedures, and performance measures so local agencies can collect data on model inventory of roadway elements—information that is critical to safety management. To learn more about these efforts, contact Thomas Schriber with Caltrans.”

- TRF 2020
  - Dr. Ryan Smith (NTSB) accepted but waiting for Ethics Committee to give formal approval
  - Dr. David Harkey (IIHS/HLDI) formally accepted
  - Pam Fisher (GHSA) confirmed
  - Rosa Rodriguez-Acosta (CDC) confirmed

# ATSIP

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## ATSIP

ASSOCIATION OF TRANSPORTATION SAFETY  
INFORMATION PROFESSIONALS

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- Reached out to Donte Stallworth (by way of Melissa Fitzgerald), he gave the ok to give me his personal contact. He has not responded yet.
- Melissa interested in working together in the future
- Reached out to sponsors, will follow up next week
  - Initial contact sent to:
    - Derive Systems
    - Truce
    - All Traffic Solutions
    - Keysight Technologies
    - CellSlip (interested)
    - Keysight Technologies
    - National Motorcycle Institute (interested)
    - SambaSafety
    - Uber
    - Leidos (interested)
    - Google
    - SafeDrivePod North America
    - Strategy
    - Innocorp
    - Microsoft
    - Isograph
  - Call with Nadia Anderson and Amanda at Cruise-interested, may attend/exhibit
- TRF 2022
  - Reached out to CO STRAC to discuss preliminary planning.
  - Need chair
- Future TRF
  - Expand conference?
  - Change date/time of year?
  - Young Professional rates?
  - Student rates?
- RFP went out
  - MMI will not be bidding
  - Logistics
  - Strategic Plan
  - Request Board to distribute

#### Action items:

- Follow up with Donte Stallworth
- Prepare for Annual meeting

#### To be considered for a motion by the Board (y/n):

- N/A

#### Need ATSIP Board approval/vote (Y/N):

- N/A

**Follow up needed (Y/N): Y**

- Committee Chair Vacancies
- Member vacancies
- Request Board to disseminate RFP
- Request Board to disseminate call for committee members document
- Request Board to reach out to potential sponsors/exhibitors
- Discussion regarding TRF extension, YP or student rate, date change.

**Social media analytics (1/1/20-1/31/20):**

- Facebook
  - 16 page views (decrease 33%)
  - 1 page previews (increase 100%)
  - 0 page likes/follows (0%)
  - 251 Post Reach (increase 63%)
  - 269 Post engagements (increase 88%)
  - 0 new page followers
- Twitter
  - 26 tweets (increase 84.9%)
  - 15 Profile Visits (increase 150%)
  - 1 mention (same)
  - 83 followers (increase by 5)
  - 542 following
  - 3242 impressions (increase 84.9%)
  - 15 engagements (number of times someone clicked on the tweet)
  - .9% Engagement rate (same)
  - 17 link clicks (increase by 11)
  - 16 retweets (increase by 6)
  - 1 like (decrease by 34) (avg 0 likes/day)
  - 1 reply (increase by 1)
- LinkedIn
  - 153 followers (9 new followers)
  - 12 reactions (increase 100%)
  - 3 comments (increase by 3)
  - 1 share (increase 100%)
  - 28 page views (increase 250%)
  - 15 unique visitors (decrease 200%)

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9. Committees:

a. Membership Committee (Kellee Craft):

- i. New Membership Applications: Kellee Randy Weissman submitted an application for the Member Level.

**MOTION**

**Eric Tang moved to approve Randy Weissman at the member level.**

**Karla Houston seconded.**

**MOTION CARRIED**

b. Communications and Public Relations (Stacey Manware)

No report

c. Best Practices Committee (Juliet Little)

No report.

d. Awards Committee (Eric Tang)

The call for nominations was posted. No submissions yet.

e. Outreach Committee (Rhonda Stricklin)

No report.

f. Program Chair Committee (Karla Houston)

No report.

g. Sponsor/Exhibitor Committee (Karla Houston)

We held a call in January. We have \$27,000 in commitments and others that are coming on board but awaiting commitments before announcing.

h. ANSI Standards Review Committee (John McDonough)

In January, John gave us an overview of our steps to complete. The last step is for the ATSIP Executive Board to review and approve the changes in our procedures to address non-compliance mentioned in the ANSI audit. John shared those audit findings in the January meeting. Most of the changes have to deal with documentation process. We simply have to acknowledge the timing of steps. John asked if we are ready to vote on the steps. He presented the following six items:

- i. Need to note that our effort is a “reaffirmation” of an existing Standard.
- ii. When substantive changes are made, they must go through public review. ATSIP would define what constitutes as “substantive” change. Minor changes are not required to go through public review (e.g., adding



- 205 international measurement units to existing US units).  
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- 207 iii. Approvals of any new standards. This does not apply now, but we need a  
208 procedure to address this.  
209
- 210 iv. Reporting of votes. We must report votes based on the six measurements  
211 required by ANSI of the votes by the consensus body.  
212
- 213 v. Submittal of Standard. ANSI essential requirements change from time-to-  
214 time and ATSIP just needs to change to reflect the updated ANSI  
215 procedures.  
216
- 217 vi. Metric Policy. We are going to use SI and US units. This change does not  
218 require public comment.  
219

220 **MOTION**

221 **Patrick Dolan moved to approve the document as presented by John**  
222 **McDonough.**

223 **Joe McCarthy seconded.**

224 **MOTION CARRIED**

225  
226 John said that much of what we had to do this time was because of the change in  
227 secretariat to ATSIP and because the Standard had expired. We will not have to  
228 go through this each time from here on out.  
229

- 230 i. Strategic Planning Committee (Staci Hoff)  
231 No report.  
232
- 233 j. Nominating Committee (Cory Hutchinson)  
234 Cory Hutchinson provided an email list of nominees. We still have a month to go  
235 before everything has to be finalized. The committee is meeting with the  
236 candidates via teleconference. They will submit the resulting list to the Executive  
237 Board before it goes to the membership.  
238
- 239 k. Constitution Committee (Patrick Dolan)  
240 Patrick Dolan said that he has identified all of the points in the Constitution that  
241 will have potential changes. We would like to have a meeting of the Constitution  
242 Committee in the next two weeks and then prepare a document for the Executive  
243 Board.  
244

245 10. Future Forums:

- 246 a. 2020 Forum – Nashville (Patrick Dolan)  
247 The plenary speakers and welcome have been selected. We have signed with the  
248 hotel to cover Audio/Visual. The call for papers went out. Patrick is beginning to  
249 plan the session grid.  
250

251 Tara Casanova Powell asked if we have accounted for Rosa from CDC about her  
252 involvement as a plenary speaker. She and Patrick will connect via telephone.  
253

- 254 b. 2021 Forum – San Diego (Sladjana Oulad Daoud)
- 255 Sladjana is the Forum chair for San Diego. She has been holding meetings with
- 256 others in CA DMV. They working together on the logo and save the date
- 257 announcement. She expects to have things ready for the 2020 Forum packets.
- 258

259 Tara said that she met with some of the CA people and there is excellent support  
260 and excitement.  
261

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- 263 c. 2022 Forum
- 264 Chris Osbourn said that we are still looking for someone to chair the 2022 Forum.
- 265

266 11. Old Business

267 No items.  
268

269 12. New Business

270 No items.  
271

272 13. **Next Executive Board meetings:**

273 **March 18th at 2PM Eastern, 1 PM Central; Noon Mountain; 11 AM Pacific**  
274 **Juliet Little will preside.**  
275

276 14. Adjourn

277 **MOTION**

278 **Eric Tang moved to adjourn**

279 **John McDonough seconded**

280 **MOTION CARRIED**  
281

282 Chris Osbourn closed the meeting at 1:58 PM Eastern time.  
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287 Submitted as Draft for review on 2/19/2020 as Draft for Review by Bob Scopatz, Secretary  
288 Approved by a vote of the ATSIP Executive Board on 04/15/2020